

**ORGANIZATION STRUCTURE POLICY
HUMAN RESOURCE DEPARTMENT**

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Process Owner		
NO	NAME	DESIGNATION
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1) OBJECTIVE

The objective of this policy is to define and establish a clear organizational structure that outlines roles, responsibilities, reporting lines, and authority levels to ensure efficient operations and alignment with the organization’s strategic goals.

2) PURPOSE

To ensure efficient operations, clear communication, and alignment with the organization's strategic objective.

3) SCOPE

This policy applies to all departments, business units, and employees across the organization.

4) POLICY

4.1 Principles of Organization Structure

4.1.1 This organization structure should reflect the company’s mission, vision, and values.

- 4.1.2 It should enable efficient decision-making, effective communication, and optimal resource utilization.
- 4.1.3 It should be flexible to adapt to business needs and environmental changes.

4.2 Roles and Responsibilities

- **Top Management**
Approve and oversee the design and implementation of the organizational structure.
- **HR Department**
Develop and maintain organizational charts and ensure proper communication of the structure.
- **Department Heads**
Align their teams with the organizational structure and report any inefficiencies or recommendations for change.

4.3 Authority Levels and Reporting Lines

- 4.3.1 Each role within the organization will have a defined level of authority.
- 4.3.2 Reporting lines to be clear and documented in the organizational chart to ensure proper accountability.

4.3 Changes to Organization Structure

- 4.3.1 Changes to the structure, such as new roles, departments, or reporting lines must be approved by senior management.
- 4.3.2 HR will communicate structural changes to all relevant stakeholders and update organizational charts accordingly.

4.4 Organizational Chart

- 4.4.1 An up-to-date organizational chart will be maintained and communicated to all employees.
- 4.4.2 The chart will reflect the structure, reporting relationships, and key roles within the organization.

4.5 Communication of Structure

- 4.5.1 The organizational structure, including the hierarchy and reporting lines, will be documented and made accessible to all employees via email and the HR portal.
- 4.5.2 Clear communication channels must be established within and across departments.

4.6 Compliance and Review

- 4.6.1 The organizational structure must comply with local laws and regulations.
- 4.6.2 The structure will be reviewed annually or as required to ensure it remains effective and relevant.

Important Note

Notwithstanding the provisions above, the Management reserves the sole and absolute discretion to amend, modify, or delete any part of this policy at any time without prior notice.